



## THE LATEST NEWS IN THE WORLD OF CM/ECF

Visit our web site at [www.ganb.uscourts.gov](http://www.ganb.uscourts.gov)

### What's New?

**N**ew General Order No. 11 will become effective July 15, 2004. It provides for the payment of filing fees in installments and replaces current General Order No. 6. Essentially, General Order No. 11 requires that all filing fees be paid directly to the Clerk's office, even in Chapter 13 cases. It reduces the number of payment installments from the current four to three, and increases the first installment payment from \$50.00 to \$75.00. The second and final installment payments are due 30 and 60 days, respectively, after the filing date of the bankruptcy petition. A debtor who has previously filed a filing fee installment application and failed to pay the entire fee amount will not be permitted to pay in installments. Failure to make certain payments when due will result in the bankruptcy case being dismissed, and, in certain instances, will annul the automatic stay ab initio. General Order No. 11 is available with the other General Orders at our Court website under the "Office Of The Clerk" section. Copies will be made available at our Intake counters as well.

 **REMINDER:** The public office hours for the Clerk's Office have changed. The new hours are 8:00 a.m. to 4:00 p.m. Of course, that doesn't affect CM/ECF users. You still have 24/7 access to the Clerk's Office. 

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#### **New CM/ECF Participants**

Aaron B. Chausmer  
Allen W. Bodiford  
Arthur C. Nilsen  
Ben Hendricks

Brandy C. Snyder  
Brendan H. Parnell  
Chad H. Gamradt  
Charles K. Kim  
Clarence Lord  
Darrel L. Hopson  
David A. Harris  
David D. Marshall  
Debra F. Coleman  
Diana McDonald  
Emmett L. Goodman, Jr.  
Gary Lanier Coulter, Jr.  
George M. Geeslin  
Gerald E. Moore  
H. Owen Lee  
J. Thomas Salata  
James B. Drew  
James M. Campbell  
James H. Mobley, Jr.  
James K. Knight, Sr.  
Jerry L. Worthy, Jr.  
Jin Choi  
Joe W. Hendricks, Jr.  
Joel McLemore  
John M. Duffoo  
John C Pennington  
Jonathan Petcu  
Joseph D. Cooley  
Kathy K. Puls  
Kevin Pratt  
Louis M. Turchiarelli  
Lyle R. Nelson  
Lynne Massaro  
Lynwood A. Maddox  
Marjorie J. Creasey  
Martin G. Quirk  
Melvin G. White  
Michael J. McKittrick (Missouri)  
Michelle Canter  
Nancy R. Floyd  
Neal J. Quirk  
Nichole Carswell  
Orrin M. Walker  
Peter C. Lown  
Philliip E. Brooks

R. Kyle Woods  
Richard V. Karlberg  
Richard A. Gordon  
Roger K. Ghai  
Samuel J. Brantley  
Samuel Arden  
Scott B. Riddle  
Scott Kaplan  
Shannon Sneed  
Sharon E. Smoot  
Thomas M. Browder III  
Thomas Philip Wilson  
Todd E. Kessler  
Wendell S. Henry  
William T. Payne  
William G. Hammonds  
William R. Jenkins

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### **Common Docketing Errors**

1. Upload ONLY the “added” creditors on amendments adding creditors and amended matrix. Don’t upload the added creditors and all the original creditors as well.
2. Be careful to upload the correct document for the docket entry.
3. Select amendment w/fee when a fee is required.
4. Link amendments back to the voluntary petition.
5. Link the amended Chapter 13 Plan back to the initial plan.
6. Don’t combine the conversion, amendments, EDO, etc. Use separate docket entries.
7. Notice of abandonments filed electronically must be done by the trustee and not by the attorney for the creditor. The "Notice" event should not be used to file these. The correct event is available to the trustee. If you have any questions, please contact Irene Wiggins.

The Clerk’s Office appreciates your attention to these matters.

### ***About ECF Filing Fees...***

Did you know that you can print a daily report listing each case number, amount paid, the receipt number and total amount charged through the reports in ECF? This is the best receipt for you to match to your credit card statement, because it not only lists the total amount paid on a particular day, it also lists the case numbers and amounts paid on each. To get the report they must log into ECF, select reports, select Attorney Fees Report and enter the dates of interest.

 **NOTE:** All CM/ECF attorneys are required, as of July 1, 2003, to process credit card payments online within 24 hours of filing the pleading or petition.

If you have any questions relating to filing fees, please contact the Financial Administrator in Atlanta at 404-215-1132. Lynn Saunders will be happy to help you!



### **PAYMENT OF FEES**

Beginning immediately, you will see Payment of Fees category when you click on the Bankruptcy Menu. This will allow you to pay fees when (1) you chose the incorrect entry and a fee is required for your submission, (2) installment payments on the case filing fee is due and (3) the court orders a fee to be paid before the case can proceed. Please be sure to review the events which we have listed below and select the one that fits your circumstance. The event Request for Assessment of Fees will no longer be available in the "other" category. If you have any questions, please contact Irene Wiggins or Dan Newsome at 404-215-1000 - press 4 and then 1.

New events are:

00-Payment of Motion for Relief from Stay Fee  
01-Payment of Chapter 7 Installment Fee  
02-Payment of FINAL Installment Re: Ch. 7 Voluntary Petition Filing Fee  
03-Payment of Chapter 13 Installment Fee  
04-Payment of FINAL Installment Re: Ch. 13 Voluntary Petition Filing Fee  
05-Payment of Amendment Fee  
06-Payment of Filing Fee on Adversary Case  
07-Payment of Chapter 11 (Individual) Installment Fee  
08-Payment of FINAL Installment Re: Chapter 11 Voluntary Petition Filing Fee  
Payment of Conversion Fee - Chapter 7 or 13 to a Chapter 11  
Payment of Conversion Fee to a Chapter 7  
Payment of Appeal Fee  
Payment of Reopen Fee - Chapter 7  
Payment of Reopen Fee - Chapter 13  
Payment of Reopen Fee - Chapter 11  
Payment of Deconsolidation Fee - Chapter 7  
Payment of Deconsolidation Fee - Chapter 13  
Payment of Fees on Motion to Withdraw Reference  
Payment of Fees on Motion to Compel Abandonment

Also beginning immediately, payments on adversaries will be made during the case opening. You will be prompted to answer the question "Is the plaintiff the Debtor or Ch. 7 trustee in a No Asset Case? [y or n]. Do not enter anything in the receipt field when the screen appears with the amount to be charged. The credit card module will appear after the case has been opened and you will make the charges at that time.



Don't forget to notify our Financial Administrator if there are any changes with your credit card holder (i.e. card expired, new

account number, etc.). Please call 404-215-1132 and notify her of your new credit card expiration date.

A new Credit Card Authorization form must be submitted on all new credit card accounts. This form is provided for your convenience online. Click this link to access this form.

[www.ganb.uscourts.gov/misc/cardauth.pdf](http://www.ganb.uscourts.gov/misc/cardauth.pdf)

#### ONLINE NEWSLETTER

This newsletter and previous issues are available for online viewing at <http://www.ganb.uscourts.gov> and click the link for CM/ECF, the newsletter link under CM/ECF Reference Materials.

#### FEEDBACK

We value your participation and opinion!

[irene\\_wiggins@ganb.uscourts.gov](mailto:irene_wiggins@ganb.uscourts.gov)

[gary\\_drake@ganb.uscourts.gov](mailto:gary_drake@ganb.uscourts.gov)

[mike\\_smith@ganb.uscourts.gov](mailto:mike_smith@ganb.uscourts.gov)

ADVERSARY - The Summons and Notice of Pretrial Instructions are available under GANB Local Forms at the Court's website. Many ECF attorneys are still using the old Notice, so please update your forms!

### STATISTICS THE NORTHERN DISTRICT OF GEORGIA May 2004

Division	Total Cases Filed	Total ECF	Percentage
Atlanta	2,619	1,787	68.23%
Gainesville	302	245	81.12%
Newnan	374	321	85.82%
Rome	438	396	90.41%
<b>Totals</b>	<b>3,723</b>	<b>2,749</b>	<b>73.83%</b>

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**Procedure for Electronically Filing  
Amendments to Amend (or Correct) Social Security Number**

1. Create an electronic version of Form B-21. This form does **not** have to be converted to .pdf format. The form is available on the Court's website at [www.ganb.uscourts.gov](http://www.ganb.uscourts.gov) under "Forms".
2. Electronically file the amendment including the **redacted** Social Security Number via CM/ECF.
3. Send an email to the Clerks's Office (*see appropriate Division email addresses below*) indicating that an amendment has been filed to correct a Social Security Number. Include the electronic version of Form B-21 as an attachment to the email. This attachment can be in Corel Word Perfect, Microsoft Word, or as a PDF.

Atlanta Division	- <a href="mailto:GANB-ATLA_Amendments@ganb.uscourts.gov">GANB-ATLA_Amendments@ganb.uscourts.gov</a>
Gainesville Division	- <a href="mailto:GANB-GAIN_Amendments@ganb.uscourts.gov">GANB-GAIN_Amendments@ganb.uscourts.gov</a>
Newnan Division	- <a href="mailto:GANB-NEWN_Amendments@ganb.uscourts.gov">GANB-NEWN_Amendments@ganb.uscourts.gov</a>
Rome Division	- <a href="mailto:GANB-ROME_Amendments@ganb.uscourts.gov">GANB-ROME_Amendments@ganb.uscourts.gov</a>

4. The Clerk's Office will make the necessary changes to the Debtor's Social Security Number in the CM/ECF program.